



Judicial Receptionist II

Details

Job ID : 253

Title : Judicial Receptionist II

Job Code : 504

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR ROUTING ALL TELEPHONE CALLS AND GREETING ALL VISITORS TO THE AOC.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS JUDICIAL RECEPTIONIST I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- ANSWERING AND ROUTING ALL TELEPHONE CALLS INTO THE AOC
- GREETING AND ASSISTING ALL VISITORS TO AOC
- RECEIVING AND ROUTING FAXES
- OTHER DUTIES AS ASSIGNED